

MEMORANDUM OF UNDERSTANDING WEST CENTRAL REGION ONE-STOP CAREER CENTER SYSTEM

This **Memorandum of Understanding (MOU)** has been developed in accordance with Section 121 (c) of the Workforce Investment Act of 1998, (the Act) with the agreement of the Local Elected Officials . The period of performance shall be in effect from July 1, 2005 through June 30, 2006.

This **Memorandum of Understanding** is between the following partners:

- The Workforce Development Board contracted providers of Title I Programs under the Workforce Investment Act of 1998, Career Assistance Programs under Temporary Assistance for Needy Families (TANF), and other state and federally funded employment and training programs;
- The Workforce Development Board of Western Missouri, Inc.;
- The Missouri Division of Workforce Development, provider of programs authorized under the Wagner-Peyser Act, activities authorized under Chapter 2 of Title II of the Trade Act of 1974, Trade Adjustment Assistance program and activities authorized under Chapter 41 of Title 38, United States Code activities related to job counseling, training and placement for veterans, and activities authorized under Job Corps, Title I of the Workforce Investment Act;
- The providers of adult education and literacy programs under Title II of the Workforce Investment Act;
- Vocational Rehabilitation, provider of programs authorized under Title I of the Rehabilitation Act of 1973 as amended and included under Title IV of the Workforce Investment Act;
- Experience Works, provider of activities authorized under Title V of the Older Americans Act of 1965, the Senior Community Service Employment program;
- The providers of post-secondary vocational educational activities authorized under the Carl D. Perkins Vocational and Applied Technology Education Act;
- The providers of employment and training activities carried out under the Community Services Block Grant Act;
- Missouri Division of Employment Security, provider of unemployment compensation;
- Missouri Family Support Division;
- Pathways, a host of adult education and literacy programs under Title II of the Workforce Investment Act and providers of comprehensive mental health and substance abuse treatment for adults and youth;
- Chambers of Commerce;
- Children's Division, and
- Department of Health and Senior Services

We agree that the Mission of the One-Stop Career Center system covered by this **Memorandum of Understanding** is that:

We, as partners, shall chart the course toward a better One-Stop Career Center system that meets the needs of our customers through education, innovation, teamwork and technology.

We further agree to adhere to the following key principles as we work as partners together in our One-Stop Career Center:

- **Streamlining Services** through the integration of multiple employment and training programs at the consumer level in our full service One-Stop Career Center.
- **Empowering individuals** with the information and resources they need to manage their own careers through Individual Training Accounts and better statistics on the performance of service providers, as well as on the skills demanded by employers.
- **Universal Access** for all job seekers to a core set of career decision –making and job search tools.
- **Increased Accountability** of the delivery system to achieve improved results in job placement, earnings, retention in unsubsidized employment, skills gains and occupational/academic credentials earned.
- **Local Flexibility** to ensure that delivery systems are responsive to the needs of all customers, including employers and individual communities served; and
- **Commitment to Youth Programming** that strengthens linkages between academic and occupational learning and other youth development activities.

The Workforce Development Board of Western Missouri, Inc. (WDB), will provide short and long term strategic planning and compliance oversight of the local One-Stop Career Center system as mandated by the Workforce Investment Act.

The Role and Responsibilities of the WDB, and/or its designee:

1. Approve the One-Stop operator/consortium, in agreement with the Chief Local Elected Official.
2. To monitor the consortium operators to ensure that the team management approach effectively ensures the accountability of all Partners and results in the efficient delivery of quality services to center customers.
3. Provide policy-making procedures, oversight, and governmental guidance.
4. To assist One-Stop partners to help assure administrative and fiscal accountability for One-Stop Center activities.
5. Negotiate One-Stop MOUs with agencies required to participate in the One-Stop system, in accordance with the Act, and with the non-mandated Partners that are of mutual benefit to the partner(s) in the operation of the One-Stop.
6. Negotiating and reaching agreement on local performance measures with the Chief Local Elected Official and the Governor.
7. Recommend the policies, goals, and objectives for the workforce development system in accordance with identified needs, including the development and certification of competency levels for training programs.
8. Support marketing efforts and public relations for the Missouri Career Center.

9. Establish a collaborative relationship between the Partners of the Career Center and the governing body of the WDB.
10. Support the diversity of individuals with disabilities and those with racial, ethnic, and cultural differences found in the state's workforce investment system.

The partners of this **Memorandum of Understanding** agree to work to provide employment and training services in an efficient manner. Each partner agrees to maintain responsibility for the management of their respective staff members, equipment, financial integrity, management information systems, and customer grievance processes.

We also agree to work collaboratively to develop fiscal and performance reporting systems to track and report on the expenditures, service costs, performance and budget objectives which are outlined in the Resource Sharing Agreement attached to this document.

The partners of this **Memorandum of Understanding** agree to work jointly to provide the services listed in the Resource Sharing Agreement. In addition, each partner will retain responsibility for the respective reporting, monitoring, management information systems and audit resolution systems. All partners will report and monitor progress regarding expenditures and cost objectives outlined in the Resource Sharing Agreement. The Workforce Development Board will provide the tracking, reporting tools and technical assistance to complete the report if requested or needed by the partners.

The partners of this **Memorandum of Understanding** agree to the following provisions:

- To deliver high quality services through the Career Center;
- That relationships with business partners will be cultivated through the Career Center, and that services to businesses will be delivered in accordance with the West Central Region Business Services Outreach Plan;
- That a referral system will be developed to provide a seamless delivery system of services to all customers. The triage approach will be used throughout the One-Stop system in which key entry information will be obtained from customers to refer them to appropriate resources. A One-Stop referral form will be used to track customer referrals, results of referrals, and follow up;
- That the Full Service One-Stop Career Centers and the Career Center Satellite sites shall operate in concert with each other to provide, to the extent possible, a full range of services to the customer;
- That the Partners located in a One-Stop Career Center Satellite site will refer customers to the nearest Full Service One-Stop Career Center when desired services are unavailable at the Satellite site location;
- To perform the functions and services as indicated in the attached Resource Sharing Agreement and agree that any changes to this Memorandum of Understanding and the Resource Sharing Agreement will be approved in writing by all partners;
- That the services offered will be located at a One-Stop Career Center location or at locations agreed to by the partners;
- That the office equipment, associated support, inventory, service and maintenance fees necessary for doing business will either be provided by each partner individually or shared between partners as agreed upon and noted in the Resource Sharing Agreement;

- That all partners will work toward combining technological resources and support to enhance the overall operation and electronic linkages of partners and will review progress toward this goal quarterly;
- That service expenditures and costs will be reviewed quarterly to ensure that equitable benefit is received commensurate with the costs and resources provided by the partners respectively;
- That responsibility for performance and budget management will remain with each Partner respectively;
- To work collaboratively to analyze performance and costs on a quarterly basis, at year-end and to prepare mutually agreeable written corrective action steps in the event of significant variances in performance or costs;
- That where there are specific statutes and/or regulations specific to each partner, no determinations may be made by the other partners as to how funds for specific programs will be spent;
- That meeting the requirements established for participants who are part of specific programs will be the responsibility of the grantee/program operator for those programs;
- That the partners will respect each other's organizational business practices and management styles as they provide services under this agreement;
- That the Partners agree that exchanged information will remain private and confidential in accordance with the existing confidentiality requirements of each partner program;
- That the partners will ensure that services will be provided in accordance with the attached Resource Sharing Agreement. We agree that if a partner(s) has a significant variance from planned activities or performance that we will work collaboratively to develop a written corrective action plan. If additional oversight or corrective action is required, the issue may be referred to the Workforce Development Board for resolution;
- That each partner certifies that shared system costs will be allocated in a manner that is consistent with relevant OMB circulars and other federal or state cost allocation guidelines;
- That each partner will perform basic customer assessment. The assessment procedures will vary according to the unique services provided by each of the Partners;
- Provide Labor Market Information to ensure a positive outcome for the customer;
- All Partners agree that staff, to the extent possible, will be cross-trained to provide joint activities and services;
- Service individuals with disabilities and assist them to find employment that is consistent with their capabilities and abilities as described in Title IV of the Workforce Investment Act, The Rehabilitation Act as amended; and
- That the partners will function by consensus in the execution of this agreement.

Customer Referral and Flow:

The West Central Workforce Investment Area's Career Centers will have resource area staff to answer basic questions.

- Customers will get information on Career Center services
- Complete common intake form (should trigger menu of programs customer may be eligible for based on intake information)
 - Intake form reviewed by staff on the spot
 - Determination made on programs/services needed/eligibility and other referrals
 - ✓ Give options to access these services: appointment, phone, computer, referral to other services not offered, referral to other site/location (give option to request immediate service by computer or by a "customer representative") or to continue in self-service process
- Customer may go directly to resource needed without further assistance, such as computer, newspapers, copier, or phone
- Register in GreatHires.com and view services available on the Internet (job referrals and employer information) through the GreatHires.com system, other on-line job banks, and labor market information

A flowchart of activities for individuals seeking services is included as Attachment III.

Assurances and Certifications:

The partners of this **Memorandum of Understanding** agree to the following:

- The partners shall not exclude from participation, discriminate against, or deny employment services or benefits to any person including trainees, in the administration of or in connection with any program administered by the partners on the grounds of race, color, sex, religion, mental or physical disability, age, political affiliation, belief, national origin, marital status, application for Workers' Compensation benefits, juvenile justice record, sexual orientation or perceived sexual orientation or association with any person with or perceived to have one or more of the above mentioned characteristics or participation in any program;
- Each partner assures that individual affirmative action plans where required by law are in place and are followed to assure nondiscrimination;
- Each partner assures that personnel policies are in place and followed to ensure adherence to individual agency policy;
- Each partner assures that complaint and grievance policies are followed for timely attention to complaints filed by applicants, subcontractors, employers, employees and other persons and in accordance with applicable statutes and regulations;
- The partners understand that employees receiving compensation for work performed under this agreement shall be deemed employees of their respective partner agency with regard to supervision, salary, benefits, training and development, other staff costs, personnel policies and procedures and staff support;

- The partners agree that no funds utilized in conducting activities under this agreement shall be used to promote religious or anti-religious activities or used for lobbying activities which would be in violation of 18 U.S.C. 1913 or used for political activities in violation of 5 U.S.C. 1501 to 1508; and
- The partners agree to assure to a drug-free and smoke-free workplace and will adhere to Executive Order No. 90-5.

In accordance with the Act, federal regulations, and local Workforce Development Board policy, a consortium of three partners designated by each Career Center and approved by the Workforce Development Board will assume the role of One-Stop Operator. The guiding principles and responsibilities of the One-Stop Operator will include:

1. Coordinate services and resources at the center among all Partners to achieve a seamless system.
2. Coordinate outreach activities and job development among the partners with area employers and the community at large.
3. Coordinate marketing activities and materials for the Center.
4. Coordinate efforts to solicit and evaluate customer feedback on center services.
5. Coordinate continuous improvements efforts for the center.
6. Coordinate on-going relationships and communications with affiliate sites.
7. Approve the participation of non-mandatory Partners at an individual center, with notification to the Workforce Investment Board.

Modifications to this **Memorandum of Understanding** may be made by the written mutual consent of the partners subject to written approval by the Workforce Development Board. Oral modifications shall have no effect.

A partner agreeing to this **Memorandum of Understanding** may elect to terminate their participation at any time with 30 days written notice of intent to terminate to the Workforce Development Board. In the event of termination, the partner agrees to settle all outstanding accounts.

This **Memorandum of Understanding** may be interpreted under Missouri State Law or Federal Law as applicable.

Each partner agrees to assume all liability for its actions and the actions of its agents under this **Memorandum of Understanding**. Each partner shall hold harmless, defend and indemnify all other partners to this agreement from any and all claims for damages, including costs and attorney fees resulting in whole or in part from the partner or its agents activities under the agreement.

All press releases, brochures, flyers, printed material, reports and newsletters related to the One-Stop Center services under this **Memorandum of Understanding** will recognize the partners and funding sources and will be cleared with the partners prior to release. To the extent feasible and practical, the logos and/or identification of partners and funding sources shall appear on printed materials.

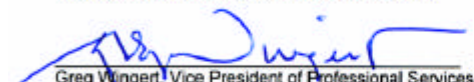
The reference to funds covered under this Agreement and identified in the Resource Sharing Agreement is contingent upon receipt of funds from applicable sources.

The Workforce Development Board of Western Missouri, Inc., and the Partners agree to all the terms of this Memorandum of Understanding and the accompanying attachments by signing below:


Larry W. Hightower, Executive Director
Workforce Development Board
of Western Missouri, Inc.


Ann Graft, Executive Director
Missouri Valley Community Action Agency


Amos Jackson, Executive Director
West Central Missouri Community Action Agency


Greg Wingert, Vice President of Professional Services
Job Point

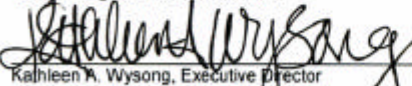

Janice Bramwell, State Director
Experience Works



Dr. Marsha Drennon, President
State Fair Community College


Richard Wells, Director
Clinton Technical School


Brandon J. Russell, Director
Lex Le-Ray Technical Center


Shawn Smith, Director
Nevada Regional Technical Center



Kathleen A. Wysong, Executive Director
Nevada/Vernon County Chamber of Commerce

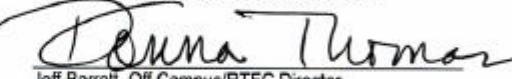

Jerry Osborn, Executive Director
Pathways Community Behavioral Healthcare, Inc.


Judy McQuitty, Regional Manager
Missouri Division of Workforce Development


Sandy Stoneking, Supervisor
Home and Community Services Area



Kari Wilson, District Supervisor
Missouri Division of Vocational Rehabilitation


Raymond E. Drake, Nevada District Supervisor
Missouri Division of Vocational Rehabilitation


Jeff Barratt, Off Campus/RTEC Director
Crowder College

Missouri Division of Employment Security


James Simmons, Northern Field Liaison
Missouri Family Support Division


Chris Tannlund, County Manager
Missouri Family Support Division, Nevada


Glenda Wiese, County Manager
Missouri Family Support Division, Clinton


Linda Messenger, County Manager
Missouri Family Support Division, Sedalia


Bob Wilcox, Circuit Manager
Children's Division, Henry, Bates, St. Clair counties

Clinton Career Center Resource Sharing Agreement West Central Region

By their signatures below, the parties of this agreement agree to share resources in the provision of service to customers and in the operation of **the One-Stop Career Center**. Each partner agrees to contribute to the delivery of core and intensive services in the local one-stop system as described in the One-Stop Services Matrix. Each shall be responsible for agency specific costs and/or resources necessary for the delivery of services to the extent allowed by law. This may be accomplished through cash, staff, space, equipment, supplies, expertise, and other agreed upon methods of contribution that will benefit the customer.

The parties agree that the contributions and benefits set out in the Resource Sharing Agreement are in proportion to each other. To the extent that resources contributed or benefits derived become disproportionate, the parties agree to revisit and revise the Resource Sharing Agreement.

As designee of the One-Stop Operator Consortium, **the Missouri Division of Workforce Development** has been assigned signature authority and responsibility for shared costs in the operation of the One-Stop Career Center. The One-Stop Consortium Operator shall be authorized to approve all common/shared costs associated with the Center and shall assume responsibility for the allocation of costs between partners. Costs will be distributed and invoices, if applicable, among the One-Stop partners in accordance with the formulas submitted as follows, unless otherwise notified:

Cost Allocation Worksheet	Table 1	Submitted Annually
Direct Charge	(None)	(None)
Direct Labor Hours/FTEs	Table 2	Submitted Annually
Space/Square Footage	Table 3	Submitted Annually
Estimated Use	Table 4	Submitted Annually
Summary Table	Table 5	Submitted Monthly

The period of performance for this agreement is **July 1, 2005 to June 30, 2006**. The One-Stop system is a work-in-progress and its costs and the partner resource contributions will not remain static through the course of the Memorandum of Understanding. Amendments, corrections, or modifications to the methods of allocation of shared costs or resource contributions within the designated One-Stop Career Center will be submitted to the Workforce Development Board within 30 days of the change.

CLINTON RESOURCE SHARING AGREEMENT

Signature and Date

Larry W. Hightower, Executive Director
*Workforce Development Board
of Western Missouri, Inc.*

Richard Wells, Director
Clinton Technical School

Judy McQuitty, Regional Manager
Missouri Division of Workforce Development

Karri Wilson, District Supervisor
Missouri Division of Vocational Rehabilitation

Amos Jackson, Executive Director
*West Central Missouri
Community Action Agency*

Jerry Osborn, Executive Director
Pathways Community Behavioral Healthcare, Inc.

Janice Bramwell, State Director
Experience Works

Missouri Division of Employment Security

Dr. Marsha Drennon, President
State Fair Community College

Glenda Wiese, County Manager
Missouri Family Support Division

Bob Wilcox, Circuit Manager
Children's Division

Sandy Stone King, Home and Community Services
Area Supervisor
Department of Health and Senior Services

Refer to Memorandum of Understanding signature page.

The Resource Sharing Agreement shall be considered signed and fully executed with the signatures by all partners under the Memorandum of Understanding. Any amendments or revisions to the Resource Sharing Agreement during the period of performance shall require this page to be signed by all parties.

The Resource Sharing Agreement and services matrix are an integral part of the Memorandum of Understanding.

COST ALLOCATION FOR CLINTON ONE-STOP CAREER CENTER

Categories of Costs

There are four basic categories of costs that need to be allocated among local partner agencies.

- **Space within the Career Center Facility.** This includes rent and other facility costs such as utilities, maintenance, janitorial services, fixtures, partitions and furniture that may be built into the rent or charged separately.
- **General operation of the Career Center.** Common operating or auxiliary costs may include reception staff, management, maintenance and security for the center as a whole. Other common operating costs may include general administrative support, office equipment, telephone systems, information technology connections and user support and consumable office supplies for shared use by staff and customers.
- **Staff for general customer activities provided by the center.** While staff costs are usually charged directly to specific programs, there may be situations where it is advantageous to treat staff activities for general job seekers and employer customers of the Career Center as a common cost. The degree to which staff costs could be treated as common to the Career Center as a whole would depend on the types of services provided in the Center, co-located partners and the Resource Sharing Agreement between the partners. Examples might be staff for customer resource areas and general employer relation's staff.
- **Other costs associated with providing general job seeker and employer services offered by the Career Center.** As with staff costs, while other costs of providing services are usually charged directly to specific programs, there might be situations where it is advantageous to treat such services as a common cost for the Center. Examples of job seeker services might include computer labs, child care, transportation, resume preparation, and customer workshops. Examples of employer services might include employer relation's activities and Career Center marketing.

Space and general or common operating costs are typically the major costs that need to be allocated among partner agencies. Staff and services are typically paid directly by specific programs, but there could be situations where career centers would want to pool these costs or otherwise treat the costs as a collective responsibility and expect partner agencies or programs to pay for a share of the costs. If fees are charged for services, it may be appropriate to treat services as common to the center to provide a source of revenue for the center.

Career centers typically include partner agencies and/or their subcontractors who are involved in providing employment and training services to job seekers and employers. Career centers may also house the offices of related state or local agencies or administrative staff who are not involved in providing customer services. The partner service provider staff typically makes up the vast majority of staff in the centers.

The distinction between being a partner service provider versus a tenant in the center is important for allocation of the costs of job center space and common or general operating costs. Depending on the situation, it may be appropriate to exclude some staff of service provider agencies from the count of partner service provider staff in order to arrive at an equitable allocation of costs. Alternatively, it may be easier to count all staff as partner service providers to keep the cost allocation simple.

Cost Allocation Procedures

There are three basic categories of space within career centers:

- **Dedicated space for specific agency/program use.** This includes partner and tenant agencies. Dedicated space is easily attributable to specific agencies or programs based on their exclusive or primary use of the space. Program funding requirements might require that certain spaces be dedicated primarily to specific programs in order for those programs to fund those areas.
- **Common space for use by all partners and tenant agencies.** Examples of common space could include restrooms, hallways, employee break rooms, general meeting rooms, storage areas, and other space used by all occupants of the building. Depending on the situation, general reception and waiting areas might be treated as common space.
- **Customer space for the portions of the career center used to provide general services to job seekers and employers or areas that are used by multiple partners or programs.** Examples of customer space could include resource areas, employer interview rooms and workshop rooms. Other areas that might be treated as either customer or dedicated space depending on the circumstances includes child care centers, career information centers and computer or learning labs. General reception and waiting areas might also be treated as customer space rather than common space.

All partners of the career center should reach consensus on how to categorize the specific space areas. Some areas in the career centers may require special treatment for cost allocation purposes. Examples may include child care centers, classroom and computer labs and other areas used to support fee-for-service activities. In these cases, it is probably necessary to match expenses with revenues in order to determine the amount of fee to be charged and account for the use of the fee revenues. The Career Center may wish to treat revenue-producing areas as separate cost centers rather than including such areas in the general cost allocation methods.

A basic principle among career center partner agencies and tenants is that they should compensate for their dedicated space and a fair share of the common and customer space in the center.

All partner/tenants should compensate directly or indirectly for their **dedicated space**. This includes space for dedicated staff and other space used exclusively or primarily by a specific agency or program. Space costs are typically computed based on square footage.

All partner/tenants should compensate directly or indirectly for a fair share of the **common space**. Since all partners and tenants use the common space, all should share in the costs. The costs could be allocated based on the respective share of the total dedicated space or other mutually agreed upon, appropriate method.

For **customer space**, only the service provider partners should share the costs. The other tenant agencies should not be asked to share in the costs of the customer areas unless clients of those agencies use the services in those customer areas. The service provider partners should compensate directly or indirectly for a fair share of the customer space costs. The method(s) used to determine the respective share of the cost should be agreeable to all partners.

General Career Center operating costs can often be treated in a similar manner as space costs, although there may be certain costs or situations where it is appropriate to use different methods for general operating costs.

To the extent that general staff and service costs are treated as common costs it is important for programs making contributions to cover the costs be able to show how the programs benefited as a result of the expenditure.

West Central Region Resource Sharing Agreement

Cost Allocation Worksheet for: **Clinton One-Stop Career Center**

Table 1 (To be submitted ANNUALLY)

Cost Type	A Direct Charge	B Direct Labor Hours (Table 2)	C Space (Table 3)	D Estimated Use (Table 4)
Rent			X	
Resource Area Materials/Supplies	X	X		
Telephone Line/Usage	X	X		
Data Lines			X	
Equipment/Maintenance	X		X	
Fax/Maintenance	X	X		
Copier/Maintenance	X	X		
Consumable Supplies	X	X		
Postage	X	X		
Receptionist		X		
Media/Marketing		X		
Technical Assistance Training	X			
Insurance	X		X	
Utilities/Janitorial			X	

West Central Region Resource Sharing Agreement

Direct Labor Hours/FTEs Worksheet for: **Clinton One-Stop Career Center**

Table 2 (To be submitted ANNUALLY)

Agency	No. of Staff (FTE positions paid) (a)	Position % (b)
WCMCAA – WIA Title I	3.0	30%
Clinton Technical School	Referral	0
SFCC	Referral	0
Pathways	Referral	0
Voc. Rehab	Referral	0
Experience Works	.525	5%
WCMCAA (CSBG)	2.5	25%
ES	Technology Link	0
FSD	Referral	0
PFS	Referral	0
DWD	4.0	40%
Division of Senior Services	Referral	0
Dept. of Mental Health (Tennant)	Referral	0
WCMCAA – Health Services (Tennant)	Referral	0
TOTAL One-Stop Personnel	10.025	100%

West Central Region Resource Sharing Agreement

Space/Square Footage Allocation Worksheet for: Clinton One-Stop Career Center

Table 3 (To be submitted ANNUALLY)

Agency	Dedicated (a)	Shared Dedicated (i.e., Resource Room) (b)	Subtotal (c)	Space % (d)	Common (e)	Square Feet Total (f)	% of Total Square Feet (g)
WCMCAA – WIA Title I	240	0	240	18.46%	398.00	638.00	18.46%
DWD	480	0	480	36.92%	796.00	1276.00	36.92%
Clinton Tech School	Referral		0	0.00%	0	0	0.00%
SFCC	Referral		0	0.00%	0	0	0.00%
Pathways	Referral		0	0.00%	0	0	0.00%
Experience Works	100	0	100	7.69%	165.88	265.80	7.69%
WCMCAA (CSBG)	480	0	480	36.93%	796.20	1276.20	36.93%
ES	Tech. Link		0	0.00%	0	0	0.00%
<i>Tenants (Not included in allocation)</i>							
Division of Senior Services							
Dept. of Mental Health							
Voc. Rehab (Tenant)							
FSD (Tenant)	Referral						
PFS (Tenant)							
WCMCAA Health Services							
Total, Tenants							
Total without Tenants	1300						
TOTAL	1300				2156.00		

West Central Region **Resource Sharing Agreement**

Estimated Use

Table 4 (To be submitted by the 20th of each month) For the month of _____, 20____

Item (i.e., Copier)	Historical Usage	Percentage
	(a)	(b)
Agency Name	Estimated # of copies made	% of total copies made
TOTAL		100%

* Historical usage is based on appropriate samples or studies conducted annually to assure that each partner's relative share of the cost is kept current. Percentages calculated in column (b) will be used to allocate costs that have a relationship to the use of a cost area (i.e., copier).

Resource Sharing Agreement

Table 5 (To be submitted by the 20th of each month)

Summary Table For the month of _____, 20____

[illegible]

Costs allocated to each partner agency will be reflected in both dollars and percentages.

* Totals for each cost area will reflect the actual expense for the month reported.

West Central Region One-Stop Services Matrix

Clinton
Location of One-Stop (i.e., Lexington)

CORE SERVICES <i>Self-Service and Informational</i>	DWD Wagner- Peyser Veterans PFS	WCMCAA WIA/Title I	WCMCAA TANF/CAP	WCMCAA CSBG	VR	Exper. Works	FSD	Clinton Tech. School	Pathways	SFCC
Determination of eligibility to receive assistance	☐	☐	☐	☐	☐	☐	☐		☐	
Outreach, Intake (which may include profiling), and orientation to the One-Stop Center	☐	☐	☐	☐	☐	☐				
Initial Assessment of skill levels, aptitudes, abilities, and supportive service needs	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Labor Market Information	☐	☐	☐	☐	☐				☐	
Consumer Reports information and delivery system performance information	☐	☐	☐	☐	☐					
Information on other One-Stop Partner services and supportive services	☐	☐	☐	☐	☐	☐	☐		☐	
Information on Filing UI Claims	☐									
Assistance in establishing TANF eligibility and other non-Workforce Investment Act training and education		☐	☐		☐		☐			
Resource Room usage	☐	☐	☐	☐	☐	☐	☐			
Employment Skills Training Classes (e.g., writing a resume)	☐	☐	☐	☐	☐	☐		☐	☐	

West Central Region One-Stop Services Matrix

Clinton
Location of One-Stop (i.e., Lexington)

CORE SERVICES <i>Self-Service and Informational</i> (continued)	DWD Wagner- Peyser Veterans PFS	WCMCAA WIA/Title I	WCMCAA TANF/CAP	WCMCAA CSBG	VR	Exper. Works	FSD	Clinton Tech. School	Pathways	SFCC
Job Referrals (Informational, e.g., job developer, referrals in non-exclusive hiring arrangements, short-term or seasonal placements)	☐	☐	☐	☐	☐	☐	☐		☐	
Internet/Job Search - Job, Info, and Training Searches	☐	☐	☐		☐			☐	☐	
Talent Referrals (Informational e.g., talent scouts, staff referrals of resumes without further screening)	☐	☐	☐		☐					
OTHER CORE SERVICES <i>(Registration Required)</i>										
Follow-up Services, including counseling for Registrants (those previously receiving Intensive/Training services) after entering employment	☐	☐	☐	☐	☐		☐		☐	
Individual Job Development	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Work Readiness Classes	☐	☐	☐			☐		☐		
Screened Referrals (testing and referral when operating as the employer's agent)	☐	☐	☐	☐	☐	☐			☐	

West Central Region One-Stop Services Matrix

Clinton

Location of One-Stop (i.e., Lexington)

INTENSIVE SERVICES <i>(Registration Required)</i>	DWD Wagner- Peyser Veterans PFS	WCMCAA WIA/Title I	WCMCAA TANF/CAP	WCMCAA CSBG	VR	Exper. Works	FSD	Clinton Tech. School	Pathways	SFCC
Comprehensive and Specialized Assessment, including diagnostic testing and interviewing	☐	☐	☐	☐	☐				☐	☐
Development of Individual Employment Plan	☐	☐	☐	☐	☐	☐	☐		☐	
Group Counseling				☐					☐	
Individual Counseling and Career Planning	☐	☐	☐	☐	☐	☐			☐	☐
Case Management	☐	☐	☐	☐	☐	☐	☐		☐	
Short-term prevocational services	☐	☐	☐		☐			☐	☐	
TRAINING <i>(Registration Required)</i>										
Occupational Skills Training	☐	☐	☐		☐	☐		☐		☐
On-the-Job Training	☐	☐	☐		☐	☐			☐	
Workplace Training and Cooperative Education Programs		☐	☐		☐	☐		☐	☐	
Private Sector Training Programs	☐	☐	☐		☐	☐			☐	☐
Skill Upgrading and Retraining	☐	☐	☐		☐	☐	☐	☐		
Entrepreneurial Training				☐	☐			☐		
Job Readiness Training	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Adult Education and Literacy Activities in combination with Training	☐	☐	☐					☐	☐	☐
Customized Training						☐		☐		

West Central Region One-Stop Services Matrix

Clinton

Location of One-Stop (i.e., Lexington)

OTHER SERVICES (Describe Each)	DWD Wagner- Peyser Veterans PFS	WCMCAA WIA/Title I	WCMCAA TANF/CAP	WCMCAA CSBG	VR	Exper. Works	FSD	Clinton Tech. School	Pathways	SFCC
Life Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
Limited Supportive Services (child care, transportation, or other employment related costs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>					
Employer/Business Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Leadership Development for Youth		<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
Adult Mentoring for Youth		<input type="checkbox"/>	<input type="checkbox"/>							
Summer Employment Opportunities for Youth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Comprehensive Guidance for Youth (as applicable)		<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	
Tutoring and study skills assistance for youth		<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>		
Positive Social Skills for Youth		<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
Employer/Business Job orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>				
On-Site Job Support						<input type="checkbox"/>			<input type="checkbox"/>	
Physical Restoration					<input type="checkbox"/>					

West Central Region One-Stop Services Matrix

Clinton
Location of One-Stop (i.e., Lexington)

OTHER SERVICES (Describe Each) (continued)	DWD Wagner- Peyser Veterans PFS	WCMCAA WIA/Title I	WCMCAA TANF/CAP	WCMCAA CSBG	VR	Exper. Works	FSD	Clinton Tech. School	Pathways	SFCC
Housing Section 8 HUD				<input type="checkbox"/>						
Energy Assistance				<input type="checkbox"/>						
Special Emergency Assistance				<input type="checkbox"/>			<input type="checkbox"/>			
Weatherization/Rehab.				<input type="checkbox"/>						
Assistance with Earned Income Tax Credits and MC Plus Insurance				<input type="checkbox"/>						
Computer training								<input type="checkbox"/>	<input type="checkbox"/>	

The costs of self-directed and informational services shall be shared as part of the resource agreement. Other costs not covered under the Resource Sharing Agreement shall be paid as agreed by the partners of each One-Stop. Services being provided solely by a partner agency (e.g., on-the-job training) shall be the responsibility of the agency providing such services. Each partner agency and One-Stop Career Center shall be responsible for ensuring that no duplication of costs or services occur.

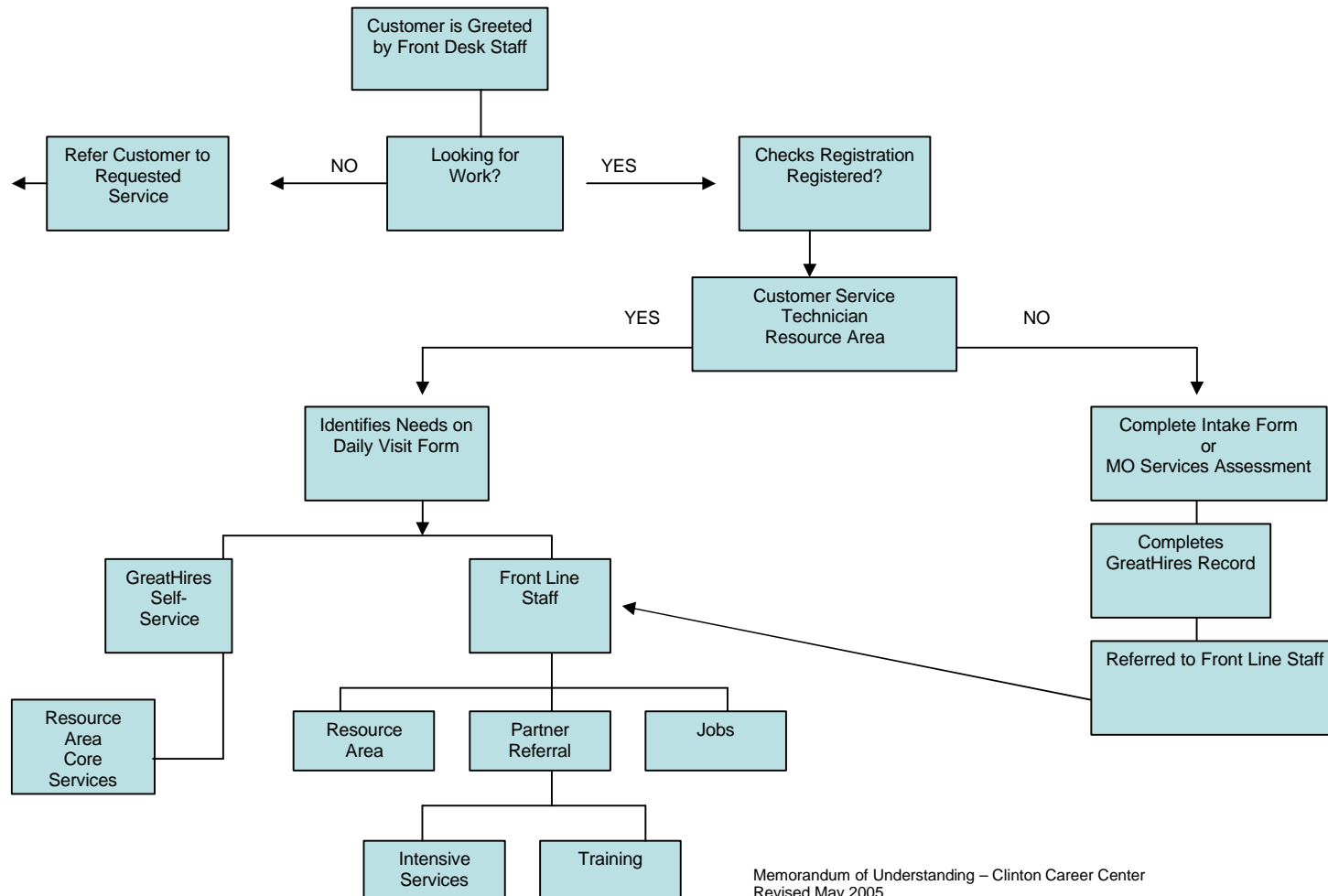
Referral systems at each local One-Stop Career Center shall be customized to meet the specific needs and demands of each One-Stop. Partners of each One-Stop Career Center, with the agreement of the Workforce Development Board of Western Missouri, Inc., will be responsible for the referral system for customers of the One-Stop Career Center.

Customer Service Flow Chart

Missouri Career Center System
West Central Region

Job Seeker Flow Chart

2/13/04



Memorandum of Understanding – Clinton Career Center
Revised May 2005

Lexington Career Center Resource Sharing Agreement West Central Region

By their signature below, the parties of this agreement agree to share resources in the provision of service to customers and in the operation of **the One-Stop Career Center**. Each partner agrees to contribute to the delivery of core and intensive services in the local one-stop system as described in the One-Stop Services Matrix. Each shall be responsible for agency specific costs and/or resources necessary for the delivery of services to the extent allowed by law. This may be accomplished through cash, staff, space, equipment, supplies, expertise, and other agreed upon methods of contribution that will benefit the customer.

The parties agree that the contributions and benefits set out in the Resource Sharing Agreement are in proportion to each other. To the extent that resources contributed or benefits derived become disproportionate, the parties agree to revisit and revise the Resource Sharing Agreement.

As designee of the One-Stop Operator Consortium, **the Missouri Division of Workforce Development**, has been assigned signature authority and responsibility for shared costs in the operation of the One-Stop Career Center. The One-Stop Consortium Operator shall be authorized to approve all common/shared costs associated with the Center and shall assume responsibility for the allocation of costs between partners. Costs will be distributed and invoices, if applicable, among the One-Stop partners in accordance with the formulas submitted as follows, unless otherwise notified:

Cost Allocation Worksheet	Table 1	Submitted Annually
Direct Charge	(None)	(None)
Direct Labor Hours/FTEs	Table 2	Submitted Annually
Space/Square Footage	Table 3	Submitted Annually
Estimated Use	Table 4	Submitted Annually
Summary Table	Table 5	Submitted Monthly

The period of performance for this agreement is **July 1, 2005 to June 30, 2006**. The One-Stop system is a work-in-progress and its costs and the partner resource contributions will not remain static through the course of the Memorandum of Understanding. Amendments, corrections, or modifications to the methods of allocation of shared costs or resource contributions within the designated One-Stop Career Center will be submitted to the Workforce Development Board within 30 days of the change.

Lexington Resource Sharing Agreement

Approval Signature and Date

Larry W. Hightower, Executive Director
*Workforce Development Board
of Western Missouri, Inc.*

Greg Wingert, Vice President of Professional Services
Job Point

Judy McQuitty, Manager
Missouri Division of Workforce Development

Kari Wilson, District Supervisor
Missouri Division of Vocational Rehabilitation

Ann Graff, Executive Director
Missouri Valley Community Action Agency

Dr. Marsha Drennon, President
State Fair Community College

Janice Bramwell, State Director
Experience Works

Missouri Division of Employment Security

Brandon J. Russell, Director
Lex La-Ray Technical Center

James Simmons, Assistant Area Director
Missouri Family Support Division

Refer to Memorandum of Understanding signature page.

The Resource Sharing Agreement shall be considered signed and fully executed with the signatures by all partners under the Memorandum of Understanding. Any amendments or revisions to the Resource Sharing Agreement during the period of performance shall require this page to be signed by all parties.

The Resource Sharing Agreement and services matrix are an integral part of the Memorandum of Understanding.

COST ALLOCATION FOR LEXINGTON ONE-STOP CAREER CENTER

Categories of Costs

There are four basic categories of costs that need to be allocated among local partner agencies.

- **Space within the Career Center Facility.** This includes rent and other facility costs such as utilities, maintenance, janitorial services, fixtures, partitions, and furniture that may be built into the rent or charged separately.
- **General operation of the Career Center.** Common operating or auxiliary costs may include reception staff, management, maintenance, and security for the center as a whole. Other common operating costs may include general administrative support, office equipment, telephone systems, information technology connections and user support, and consumable office supplies for shared use by staff and customers.
- **Staff for general customer activities provided by the center.** While staff costs are usually charged directly to specific programs, there may be situations where it is advantageous to treat staff activities for general job seekers and employer customers of the Career Center as a common cost. The degree to which staff costs could be treated as common to the Career Center as a whole would depend on the types of services provided in the Center, co-located partners and the Resource Sharing Agreement between the partners. Examples might be staff for customer resource areas and general employer relation's staff.
- **Other costs associated with providing general job seeker and employer services offered by the Career Center.** As with staff costs, while other costs of providing services are usually charged directly to specific programs, there might be situations where it is advantageous to treat such services as a common cost for the Center. Examples of job seeker services might include computer labs, child care, transportation, resume preparation, and customer workshops. Examples of employer services might include employer relation's activities and Career Center marketing.

Space and general or common operating costs are typically the major costs that need to be allocated among partner agencies. Staff and services are typically paid directly by specific programs, but there could be situations where career centers would want to pool these costs or otherwise treat the costs as a collective responsibility and expect partner agencies or programs to pay for a share of the costs. If fees are charged for services, it may be appropriate to treat services as common to the center to provide a source of revenue for the center.

Career centers typically include partner agencies and/or their subcontractors who are involved in providing employment and training services to job seekers and employers. Career centers may also house the offices of related state or local agencies or administrative staff who are not involved in providing customer services. The partner service provider staff typically makes up the vast majority of staff in the centers.

The distinction between being a partner service provider versus a tenant in the center is important for allocation of the costs of job center space and common or general operating costs. Depending on the situation, it may be appropriate to exclude some staff of service provider agencies from the count of partner service provider staff in order to arrive at an equitable allocation of costs. Alternatively, it may be easier to count all staff as partner service providers to keep the cost allocation simple.

Cost Allocation Procedures

There are three basic categories of space within career centers:

- **Dedicated space for specific agency/program use.** This includes partner and tenant agencies. Dedicated space is easily attributable to specific agencies or programs based on their exclusive or primary use of the space. Program funding requirements might require that certain spaces be dedicated primarily to specific programs in order for those programs to fund those areas.
- **Common space for use by all partners and tenant agencies.** Examples of common space could include restrooms, hallways, employee break rooms, general meeting rooms, storage areas and other space used by all occupants of the building. Depending on the situation, general reception and waiting areas might be treated as common space.
- **Customer space for the portions of the career center used to provide general services to job seekers and employers or areas that are used by multiple partners or programs.** Examples of customer space could include resource areas, employer interview rooms and workshop rooms. Other areas that might be treated as either customer or dedicated space depending on the circumstances includes child care centers, career information centers and computer or learning labs. General reception and waiting areas might also be treated as customer space rather than common space.

All partners of the career center should reach consensus on how to categorize the specific space areas. Some areas in the career centers may require special treatment for cost allocation purposes. Examples may include child care centers, classroom and computer labs and other areas used to support fee-for-service activities. In these cases, it is probably necessary to match expenses with revenues in order to determine the amount of fee to be charged and account for the use of the fee revenues. The Career Center may wish to treat revenue-producing areas as separate cost centers rather than including such areas in the general cost allocation methods.

A basic principle among career center partner agencies and tenants is that they should compensate for their dedicated space and a fair share of the common and customer space in the center.

All partner/tenants should compensate directly or indirectly for their **dedicated space**. This includes space for dedicated staff and other space used exclusively or primarily by a specific agency or program. Space costs are typically computed based on square footage.

All partner/tenants should compensate directly or indirectly for a fair share of the **common space**. Since all partners and tenants use the common space, all should share in the costs. The costs could be allocated based on the respective share of the total dedicated space or other mutually agreed upon, appropriate method.

For **customer space**, only the service provider partners should share the costs. The other tenant agencies should not be asked to share in the costs of the customer areas unless clients of those agencies use the services in those customer areas. The service provider partners should compensate directly or indirectly for a fair share of the customer space costs. The method(s) used to determine the respective share of the cost should be agreeable to all partners.

General Career Center operating costs can often be treated in a similar manner as space costs, although there may be certain costs or situations where it is appropriate to use different methods for general operating costs.

To the extent that general staff and service costs are treated as common costs it is important for programs making contributions to cover the costs be able to show how the programs benefited as a result of the expenditure.

West Central Region Resource Sharing Agreement

Cost Allocation Worksheet for: **Lexington One-Stop Career Center**

Table 1 (To be submitted ANNUALLY)

Cost Type	A Direct Charge	B Direct Labor Hours (Table 2)	C Space (Table 3)	D Estimated Use (Table 4)
Rent/Utilities/Janitorial/ Maintenance			X	
Telephone System			X	
Telephone Lines (local/long distance charges)	X			
Data Lines/Maintenance	X		X	
Equipment/Maintenance	X		X	
Fax/Maintenance			X	
Copier/Maintenance			X	
Consumable Supplies		X		
Resource Room/Supplies and Materials		X		
Postage	X			
Receptionist/Staff		X		
Insurance			X	
Media/Marketing		X		
Technical Assistance/Training	X	X		

West Central Region Resource Sharing Agreement

Direct Labor Hours/FTEs Worksheet for: **Lexington One-Stop Career Center**

Table 2 (To be submitted ANNUALLY)

Agency	No. of Staff (FTE positions paid) (a)	Position % (b)
Division of Workforce Development	3.0	34%
Job Point -- WIA – Title I	1.0	11%
MVCAA – CSBG	1.5	17%
State Fair CC – ABE	Referral	
Vocational Rehabilitation	.025	.3%
Experience Works	.025	.3%
Family Support Division	Referral	
Division of Employment Security/Unemployment Insurance	Tech. Link	
Lex La-Ray Technical Center	Referral	
DOLIR – Contribution Auditors (Tenant) *	2.0	23%
Parents Fair Share	.20	2.4%
MVCAA – TANF/CAP	1.0	11.5%
* This agency is not referenced anywhere else in these agreements because they are tenants only.		
TOTAL One-Stop Personnel	8.75	100%

West Central Region Resource Sharing Agreement

Space/Square Footage Allocation Worksheet for: Lexington One-Stop Career Center

Table 3 (To be submitted ANNUALLY)

Agency	Dedicated (a)	Shared Dedicated (i.e., Resource Room) (b)	Subtotal (c)	Space % (d)	Common (e)	Square Feet Total (f)	% Total Square Feet (g)
Division of Workforce Development	400	32	432	40.75	654.57	1086.57	40.75
Job Point WIA – Title I	100	32	12.45	12.45	199.99	331.99	12.45
MVCAA – CSBG	200	--	200	18.87	303.12	503.12	18.87
State Fair CC – ABE	Referral						
Vocational Rehabilitation	--	32	32	3.02	48.51	80.51	3.02
Experience Works	--	32	32	3.02	48.51	80.51	3.02
Division of Family Services	Referral						
Division of Employment Security/Unemployment Insurance	Technology Linkage						
Lex La-Ray Technical Center	Technology Linkage						
DOLIR – Cont. Auditors * (Tenants w/275.68 sq. ft)							
MVCAA – TANF/CAP	200	32	232	21.89	351.62	583.62	21.89
* This agency is not referenced anywhere else in these agreements because they are tenants only.							
TOTAL	900	160	1060	100%	1606.52	2666.32	100%

West Central Region Resource Sharing Agreement

Estimated Use

Table 4 (To be submitted by the 20th of each month) For the month of _____, 20__

Item (i.e., Copier)	Historical Usage (a)	Percentage (b)
Agency Name	Estimated # of copies made	% of total copies made
TOTAL		100%

* Historical usage is based on appropriate samples or studies conducted annually to assure that each partner's relative share of the cost is kept current. Percentages calculated in column (b) will be used to allocate costs that have a relationship to the use of a cost area (i.e., copier).

Table 5 (To be submitted by the 20th of each month)[illegible]

- Totals for each cost area will reflect the actual expense for the month reported.

West Central Region One-Stop Services Matrix

Lexington
Location of One-Stop (i.e., Lexington)

CORE SERVICES <i>Self-Service and Informational</i>	DWD	Job Point WIA/Title I	MVCAA TANF/CAP	MVCAA CSBG	VR	Exper. Works	FSD	Lex La-Ray Technical Center	SFCC
Determination of eligibility to receive assistance	☑	☑	☑		☑	☑	☑		
Outreach, Intake (which may include profiling), and orientation to the One-Stop Center	☑	☑	☑		☑	☑			
Initial Assessment of skill levels, aptitudes, abilities, and supportive service needs	☑	☑	☑		☑	☑		☑	
Labor Market Information	☑	☑	☑		☑			☑	
Consumer Reports information and delivery system performance information	☑	☑	☑		☑			☑	
Information on other One-Stop Partner services and supportive services	☑	☑	☑	☑	☑	☑	☑		
Information on Filing UI Claims	☑							☑	
Resource Area usage	☑	☑	☑		☑	☑			
Employment Skills Training Classes (e.g., writing a resume)	☑	☑	☑			☑		☑	

West Central Region One-Stop Services Matrix

Lexington
Location of One-Stop (i.e., Lexington)

CORE SERVICES <i>Self-Service and Informational (continued)</i>	DWD	Job Point WIA/Title I	MVCAA TANF/CAP	MVCAA CSBG	VR	Exper. Works	FSD	Lex La-Ray Technical Center	SFCC
Job Referrals	☒	☒	☒	☒	☒	☒	☒	☒	
Internet Browsing - Job, Info, Training Searches, On-Line Job Search	☒	☒	☒		☒			☒	
OTHER CORE SERVICES <i>(Registration Required)</i>									
Follow-up Services, including counseling for Registrants (those previously receiving Intensive/Training services) after entering employment	☒	☒	☒	☒	☒			☒	
Individual Job Development	☒	☒	☒	☒	☒	☒		☒	
Screened Referrals (testing referral when operating as the employer's agent)	☒	☒	☒	☒	☒	☒			

West Central Region One-Stop Services Matrix

Lexington

Location of One-Stop (i.e., Lexington)

INTENSIVE SERVICES <i>(Registration Required)</i>	DWD	Job Point WIA/Title I	MVCAA TANF/CAP	MVCAA CSBG	VR	Exper. Works	FSD	Lex La-Ray Technical Center	SFCC
Comprehensive and Specialized Assessment, including diagnostic testing and interviewing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Development of Individual Employment Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Group Counseling				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	
Individual Counseling and Career Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Case Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Short-term prevocational services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
TRAINING <i>(Registration Required)</i>									
Occupational Skills Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On-the-Job Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Workplace Training and Cooperative Education Programs		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Private Sector Training Programs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Skill Upgrading and Retraining	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Entrepreneurial Training				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Job Readiness Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Adult Education and Literacy Activities in combination with Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customized Training		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

West Central Region One-Stop Services Matrix

Lexington
Location of One-Stop (i.e., Lexington)

OTHER SERVICES (Describe Each)	DWD	Job Point WIA/Title I	MVCAA TANF/CAP	MVCAA CSBG	VR	Exper. Works	FSD	Lex La-Ray Technical Center	SFCC
Life Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Limited Supportive Services (child care, transportation costs, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				
Employer Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
Leadership Development for Youth		<input type="checkbox"/>	<input type="checkbox"/>						
Adult Mentoring for Youth		<input type="checkbox"/>	<input type="checkbox"/>						
Summer Employment Opportunities for Youth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Comprehensive Guidance for Youth (as applicable)		<input type="checkbox"/>	<input type="checkbox"/>						
Tutoring and study skills assistance for youth		<input type="checkbox"/>	<input type="checkbox"/>						
Positive Social Skills for Youth		<input type="checkbox"/>	<input type="checkbox"/>						
Employer Job Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>			
On-Site Job Support					<input type="checkbox"/>	<input type="checkbox"/>			
Physical Restoration					<input type="checkbox"/>				

West Central Region One-Stop Services Matrix

Lexington
Location of One-Stop (i.e., Lexington)

OTHER SERVICES (Describe Each) (continued)	DWD	Job Point WIA/Title I	MVCAA TANF/CAP	MVCAA CSBG	VR	Exper Works	FSD	Lex La-Ray Technical Center	SFCC
Intake/Assessment/Referral - Intensive				☒					
Voluntary Income Tax Assistance				☒					
Life Skills Classes				☒					
Section 8 Housing Asst. Applications				☒					
Weatherization Applications				☒					
Emergency Service Assistance				☒					
Literacy Referral and Screening				☒					
Back to School Fairs - Youth				☒					
GED Pre-Test/Tutoring				☒					

The costs of self-directed and informational services shall be shared as part of the resource agreement. Other costs not covered under the Resource Sharing Agreement shall be paid as agreed by the partners of each One-Stop. Services being provided solely by a partner agency (e.g., on-the-job training) shall be the responsibility of the agency providing such services. Each partner agency and One-Stop Career Center shall be responsible for ensuring that no duplication of costs or services occur.

Referral systems at each local One-Stop Career Center shall be customized to meet the specific needs and demands of each One-Stop. Partners of each One-Stop Career Center,

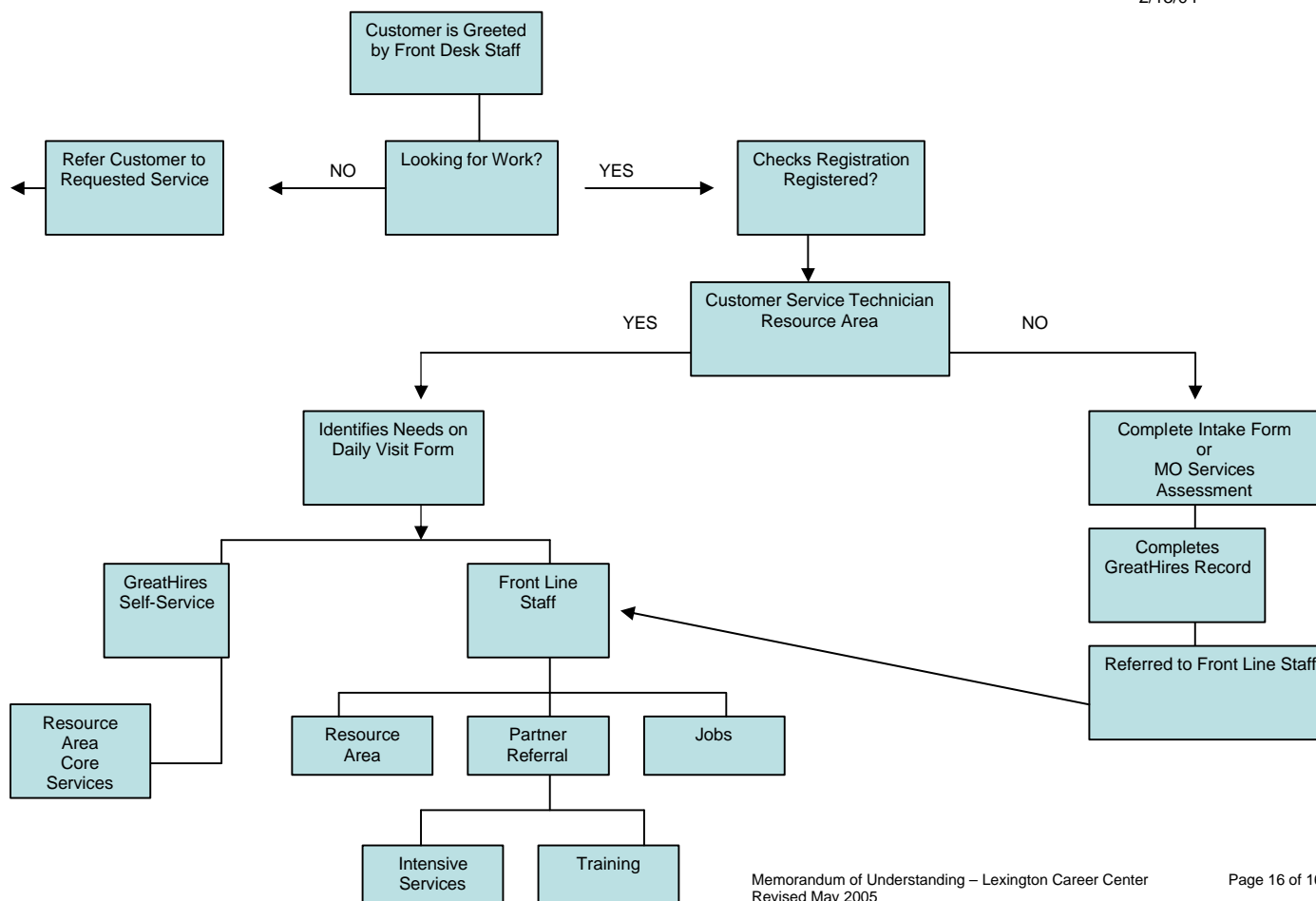
with the agreement of the Workforce Development Board of Western Missouri, Inc., will be responsible for the referral system for customers of the One-Stop Career Center.

Customer Service Flow Chart

Missouri Career Center System
West Central Region

Job Seeker Flow Chart

2/13/04



Memorandum of Understanding – Lexington Career Center
Revised May 2005

Page 16 of 16

Nevada One-Stop Resource Sharing Agreement Workforce Investment Area 4

By their signature below, the parties of this agreement agree to share resources in the provision of service to customers and in the operation of **the Nevada One-Stop Career Center**. Each partner agrees to contribute to the delivery of core and intensive services in the local one-stop system as described in the One-Stop Services Matrix. Each shall be responsible for agency specific costs and/or resources necessary for the delivery of services to the extent allowed by law. This may be accomplished through cash, staff, space, equipment, supplies, expertise, and other agreed upon methods of contribution that will benefit the customer.

The parties agree that the contributions and benefits set out in the Resource Sharing Agreement are in proportion to each other. To the extent that resources contributed or benefits derived become disproportionate, the parties agree to revisit and revise this Resource Sharing Agreement.

As designee of the One-Stop Operator Consortium, the **West Central Missouri Community Action Agency** has been assigned signature authority and responsibility for shared costs in the operation of the One-Stop Career Center. The One-Stop operator shall be authorized to approve all common/shared costs associated with the Center and shall assume responsibility for the allocation of costs between partners. Costs will be distributed and invoices, if applicable, among the One-Stop partners in accordance with the formulas submitted as follows, unless otherwise notified:

Cost Allocation Worksheet	Table 1	Submitted Annually
Direct Charge	(None)	(None)
Direct Labor Hours/FTEs	Table 2	Submitted Annually
Space/Square Footage	Table 3	Submitted Annually
Estimated Use	Table 4	Submitted Annually
Summary Table	Table 5	Submitted Monthly

The period of performance for this agreement is **July 1, 2005 to June 30, 2006**. The One-Stop system is a work-in-progress and its costs and the partner resource contributions will not remain static through the course of the Memorandum of Understanding. Amendments, corrections, or modifications to the methods of allocation of shared costs or resource contributions within the designated One-Stop Career Center will be submitted to the Workforce Development Board within 30 days of the change.

RESOURCE SHARING AGREEMENT

Approval Signature and Date:

Larry W. Hightower, Executive Director
*Workforce Development Board
of Western Missouri, Inc.*

Kathleen A. Wysong, Executive Director
Nevada/Vernon County Chamber of Commerce

Judy McQuitty, Regional Manager
Missouri Division of Workforce Development

Raymond E. Drake, Nevada District Supervisor
Missouri Division of Vocational Rehabilitation

Amos Jackson, Executive Director
*West Central Missouri
Community Action Agency*

Jeff Barratt, Off Campus/RTEC Director
Crowder College

Janice Bramwell, State Director
Experience Works

Missouri Division of Employment Security

Shawn Smith, Director
Nevada Regional Technical Center

Chris Tannlund, County Manager
Vernon County Family Support Division

COST ALLOCATION FOR NEVADA ONE-STOP CAREER CENTER

Categories of Costs

There are four basic categories of costs that need to be allocated among local partner agencies.

- **Space within the Career Center Facility.** This includes rent and other facility costs such as utilities, maintenance, janitorial services, fixtures, partitions, and furniture that may be built into the rent or charged separately.
- **General operation of the Career Center.** Common operating or auxiliary costs may include reception staff, management, maintenance, and security for the center as a whole. Other common operating costs may include general administrative support, office equipment, telephone systems, information technology connections and user support, and consumable office supplies for shared use by staff and customers.
- **Staff for general customer activities provided by the center.** While staff costs are usually charged directly to specific programs, there may be situations where it is advantageous to treat staff activities for general job seekers and employer customers of the Career Center as a common cost. The degree to which staff costs could be treated as common to the Career Center as a whole would depend on the types of services provided in the Center, co-located partners and the Resource Sharing Agreement between the partners. Examples might be staff for customer resource areas and general employer relation's staff.
- **Other costs associated with providing general job seeker and employer services offered by the Career Center.** As with staff costs, while other costs of providing services are usually charged directly to specific programs, there might be situations where it is advantageous to treat such services as a common cost for the Center. Examples of job seeker services might include computer labs, child care, transportation, resume preparation, and customer workshops. Examples of employer services might include employer relation's activities and Career Center marketing.

Space and general or common operating costs are typically the major costs that need to be allocated among partner agencies. Staff and services are typically paid directly by specific programs, but there could be situations where career centers would want to pool these costs or otherwise treat the costs as a collective responsibility and expect partner agencies or programs to pay for a share of the costs. If fees are charged for services, it may be appropriate to treat services as common to the center to provide a source of revenue for the center.

Career centers typically include partner agencies and/or their subcontractors who are involved in providing employment and training services to job seekers and employers. Career centers may also house the offices of related state or local agencies or administrative staff who are not involved in providing customer services. The partner service provider staff typically makes up the vast majority of staff in the centers.

The distinction between being a partner service provider versus a tenant in the center is important for allocation of the costs of job center space and common or general operating costs. Depending on the situation, it may be appropriate to exclude some staff of service provider agencies from the count of partner service provider staff in order to arrive at an equitable allocation of costs. Alternatively, it may be easier to count all staff as partner service providers to keep the cost allocation simple.

Cost Allocation Procedures

There are three basic categories of space within career centers:

- **Dedicated space for specific agency/program use.** This includes partner and tenant agencies. Dedicated space is easily attributable to specific agencies or programs based on their exclusive or primary use of the space. Program funding requirements might require that certain spaces be dedicated primarily to specific programs in order for those programs to fund those areas.
- **Common space for use by all partners and tenant agencies.** Examples of common space could include restrooms, hallways, employee break rooms, general meeting rooms, storage areas, and other space used by all occupants of the building. Depending on the situation, general reception and waiting areas might be treated as common space.
- **Customer space for the portions of the career center used to provide general services to job seekers and employers or areas that are used by multiple partners or programs.** Examples of customer space could include resource areas, employer interview rooms and workshop rooms. Other areas that might be treated as either customer or dedicated space depending on the circumstances includes child care centers, career information centers and computer or learning labs. General reception and waiting areas might also be treated as customer space rather than common space.

All partners of the career center should reach consensus on how to categorize the specific space areas. Some areas in the career centers may require special treatment for cost allocation purposes. Examples may include child care centers, classroom and computer labs and other areas used to support fee-for-service activities. In these cases, it is probably necessary to match expenses with revenues in order to determine the amount of fee to be charged and account for the use of the fee revenues. The Career Center may wish to treat revenue-producing areas as separate cost centers rather than including such areas in the general cost allocation methods.

A basic principle among career center partner agencies and tenants is that they should compensate for their dedicated space and a fair share of the common and customer space in the center.

All partner/tenants should compensate directly or indirectly for their **dedicated space**. This includes space for dedicated staff and other space used exclusively or primarily by a specific agency or program. Space costs are typically computed based on square footage.

All partner/tenants should compensate directly or indirectly for a fair share of the **common space**. Since all partners and tenants use the common space, all should share in the costs. The costs could be allocated based on the respective share of the total dedicated space or other mutually agreed upon, appropriate method.

For **customer space**, only the service provider partners should share the costs. The other tenant agencies should not be asked to share in the costs of the customer areas unless clients of those agencies use the services in those customer areas. The service provider partners should compensate directly or indirectly for a fair share of the customer space costs. The method(s) used to determine the respective share of the cost should be agreeable to all partners.

General Career Center operating costs can often be treated in a similar manner as space costs, although there may be certain costs or situations where it is appropriate to use different methods for general operating costs.

To the extent that general staff and service costs are treated as common costs it is important for programs making contributions to cover the costs be able to show how the programs benefited as a result of the expenditure.

Workforce Investment Area 4 Resource Sharing Agreement

Cost Allocation Worksheet for: **Nevada One-Stop Career Center**

Table 1 (To be submitted ANNUALLY)

Cost Type	A Direct Charge	B Direct Labor Hours (Table 2)	C Space (Table 3)	D Estimated Use (Table 4)
Rent/Utilities/Janitorial			X	
Resource Room/Materials and Supplies		X		
Telephone Lines/Usage	X	X		
Equipment Maintenance	X		X	
Fax/Maintenance		X		
Copier/Maintenance	X	X		
Supplies/Consumables		X		
Postage	X			
Receptionist		X		
Media/Marketing		X		
Technical Assistance Training	X			
Insurance	X		X	

Workforce Investment Area 4 Resource Sharing Agreement

Direct Labor Hours/FTEs Worksheet for: **Nevada One-Stop Career Center**

Table 2 (To be submitted ANNUALLY)

Agency	No. of Staff (FTE positions paid) (a)	Position % (b)
West Central MO Community Action Agency – WIA Title I	2.0	25%
Division of Workforce Development	4.0	48%
West Central MO Community Action Agency – (CSBG) (Referral)	.0	
Experience Works	1.0	12%
Vocational Rehabilitation (Referral)	.0	
Crowder College (Referral)	.0	
UI (Tech. Link)	.0	
Nevada Regional Technical Center	.25	3%
FSD (Referral)	.0	
Chamber of Commerce (Tech. Link)	.0	
Workforce Development Board	1.0	12%
TOTAL One-Stop Personnel	8.25	100%

Workforce Investment Area 4 Resource Sharing Agreement

Space/Square Footage Allocation Worksheet for: Nevada One-Stop Career Center

Table 3 (To be submitted ANNUALLY)

Agency	Dedicated (a)	Shared Dedicated (i.e., Resource Room) (b)	Subtotal (c)	Space % (d)	Common (e)	Square Feet Total (f)	% Total Square Feet (g)
WCMCAA – Title I	216	0	216	28%	628	844	28%
WDB	108	0	108	14%	314	422	14%
DWD	384	0	384	50%	1,115	1,500	50%
WCMCAA - CSBG	Referral	0	0	0.00%	0	0	0.00%
Experience Works	48	0	48	6%	140	188	6%
Voc Rehab	Referral	0	0	0.00%	0	0	0.00%
Crowder College	Referral	0	0	0.00%	0	0	0.00%
UI	Tech. Link	0	0	0.00%	0	0	0.00%
Nevada Reg. Tech. Center	12	0	12	2%	35	47	2%
Chamber of Commerce	Tech. Link	0	0	0.00%	0	0	0.00%
Tenants (Not included in allocation)							
Dept. of Mental Health							
ES Field Auditor							
DFS	Referral	0	0	0.00%	0	0	0.00%
<i>Total without Tenants</i>	768	0	768	100%	2,232	3,000	100%
TOTAL	768	0	768	100%	2,232	3,000	100%

Workforce Investment Area 4 Resource Sharing Agreement

Estimated Use

Table 4 (To be submitted by the 20th of each month) For the month of _____, 20____

Item (i.e., Copier)	Historical Usage (a)	Percentage (b)
Agency Name	Estimated # of copies made	% of total copies made
TOTAL		100%

* Historical usage is based on appropriate samples or studies conducted annually to assure that each partner's relative share of the cost is kept current. Percentages calculated in column (b) will be used to allocate costs that have a relationship to the use of a cost area (i.e., copier).

Workforce Investment Area 4

Resource Sharing Agreement

Table 5 (To be submitted by the 20th of each month)

Summary Table

For the month of _____, 20____

Cost	Method of Allocation	Agency		Agency		Agency		Agency		Agency		Agency
Long Distance Phone												
Reception/Staff												
Total Cost/Month												
Contribution/Month												
Direct												
Total Cost/YTD												
Contribution Cost												
Direct												
Indirect												

Costs allocated to each partner agency will be reflected in both dollars and percentages.

* Totals for each cost area will reflect the actual expense for the month reported.

West Central Region One-Stop Services Matrix

Nevada
Location of One-Stop (i.e., Lexington)

CORE SERVICES <i>Self-Service and Informational</i>	DWD Wagner- Peyser Veterans PFS	WCMCAA WIA/Title I	WCMCAA TANF/CAP	WCMCAA CSBG	VR	Exper. Works	FSD	Nevada Regional Tech. Center	Crowder College	Chamber of Commerce
Determination of eligibility to receive assistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Outreach, Intake (which may include profiling), and orientation to the One-Stop Center	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
Initial Assessment of skill levels, aptitudes, abilities, and supportive service needs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Labor Market Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Consumer Reports information and delivery system performance information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Information on other One-Stop Partner services and supportive services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Information on Filing UI Claims	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>			
Assistance in establishing TANF eligibility and other non-Workforce Investment Act training and education		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
Resource Area usage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
Employment Skills Training Classes (e.g., writing a resume)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

West Central Area One-Stop Services Matrix

Nevada

Location of One-Stop (i.e., Lexington)

CORE SERVICES <i>Self-Service and Informational (continued)</i>	DWD Wagner- Peyser Veterans PFS	WCMCAA WIA/Title I	WCMCAA TANF/CAP	WCMCAA CSBG	VR	Exper. Works	FSD	Nevada Regional Tech. Center	Crowder College	Chamber of Commerce
Job Referrals (Informational, e.g., Job Developer, referrals in non-exclusive hiring arrangements, short-term or seasonal placements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Internet Job Search - Job, Info, and Training Searches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Talent Referrals (Informational e.g., talent scouts, staff referrals of resumes without further screening)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>					
OTHER CORE SERVICES <i>(Registration Required)</i>										
Follow-up Services, including counseling for Registrants (those previously receiving Intensive/Training services) after entering employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
Individual Job Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Work Readiness Classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			
Screened Referrals (testing and\ referral when operating as the employer's agent)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

West Central Area One-Stop Services Matrix

Nevada

Location of One-Stop (i.e., Lexington)

INTENSIVE SERVICES <i>(Registration Required)</i>	DWD Wagner- Peyser Veterans PFS	WCMCAA WIA/Title I	WCMCAA TANF/CAP	WCMCAA CSBG	VR	Exper. Works	FSD	Nevada Regional Tech. Center	Crowder College	Chamber of Commerce
Comprehensive and Specialized Assessment, including diagnostic testing and interviewing	☑	☑	☑	☑	☑			☑	☑	
Development of Individual Employment Plan	☑	☑	☑	☑	☑	☑	☑			
Group Counseling	☑			☑						
Individual Counseling and Career Planning	☑	☑	☑	☑	☑	☑	☑	☑	☑	
Case Management	☑	☑	☑	☑	☑	☑	☑			
Short-term prevocational services	☑	☑	☑		☑			☑		
TRAINING <i>(Registration Required)</i>										
Occupational Skills Training	☑	☑	☑		☑	☑	☑	☑	☑	
On-the-Job Training	☑	☑	☑		☑	☑		☑		
Workplace Training and Cooperative Education Programs		☑	☑		☑	☑	☑	☑	☑	
Private Sector Training Programs	☑	☑	☑		☑	☑			☑	
Skill Upgrading and Retraining	☑	☑	☑		☑	☑	☑	☑	☑	
Entrepreneurial Training				☑	☑				☑	
Job Readiness Training	☑	☑	☑	☑	☑	☑	☑	☑	☑	
Adult Education and Literacy Activities in combination with Training	☑	☑	☑					☑		
Customized Training						☑		☑	☑	

West Central Region One-Stop Services Matrix

Nevada

Location of One-Stop (i.e., Lexington)

OTHER SERVICES (Describe Each)	DWD Wagner- Peyser Veterans PFS	WCMCAA WIA/Title I	WCMCAA TANF/CAP	WCMCAA CSBG	VR	Exper. Works	FSD	Nevada Regional Tech. Center	Crowder College	Chamber of Commerce
Life Skills	☐	☐	☐					☐		
Limited Supportive Services (child care, transportation costs, etc.)	☐	☐	☐		☐		☐			
Business/Employer Relations	☐	☐	☐		☐	☐				☐
Leadership Development for Youth		☐	☐							
Adult Mentoring for Youth		☐	☐							
Summer Employment Opportunities for Youth	☐	☐	☐							
Comprehensive Guidance for Youth (as applicable)		☐	☐							
Tutoring and study skills assistance for youth		☐	☐							
Positive Social Skills for Youth		☐	☐							
Business/Employer Job orders	☐	☐	☐			☐				
On-Site Job Support						☐				
Physical Restoration					☐					

West Central Region One-Stop Services Matrix

Nevada
Location of One-Stop (i.e., Lexington)

OTHER SERVICES (Describe Each) (continued)	DWD Wagner- Peyser Veterans PFS	WCMCAA WIA/Title I	WCMCAA TANF/CAP	WCMCAA CSBG	VR	Exper. Works	FSD	Nevada Regional Tech. Center	Crowder College	Chamber of Commerce
Housing Section 8 HUD				☒						
Energy Assistance				☒						
Special Emergency Assistance				☒						
Weatherization/Rehab.				☒						
Assistance with Earned Income Tax Credits and MC Plus Insurance				☒						
Electronic Connection - PC with Internet Access Providing Link to our Webpage								☒	☒	

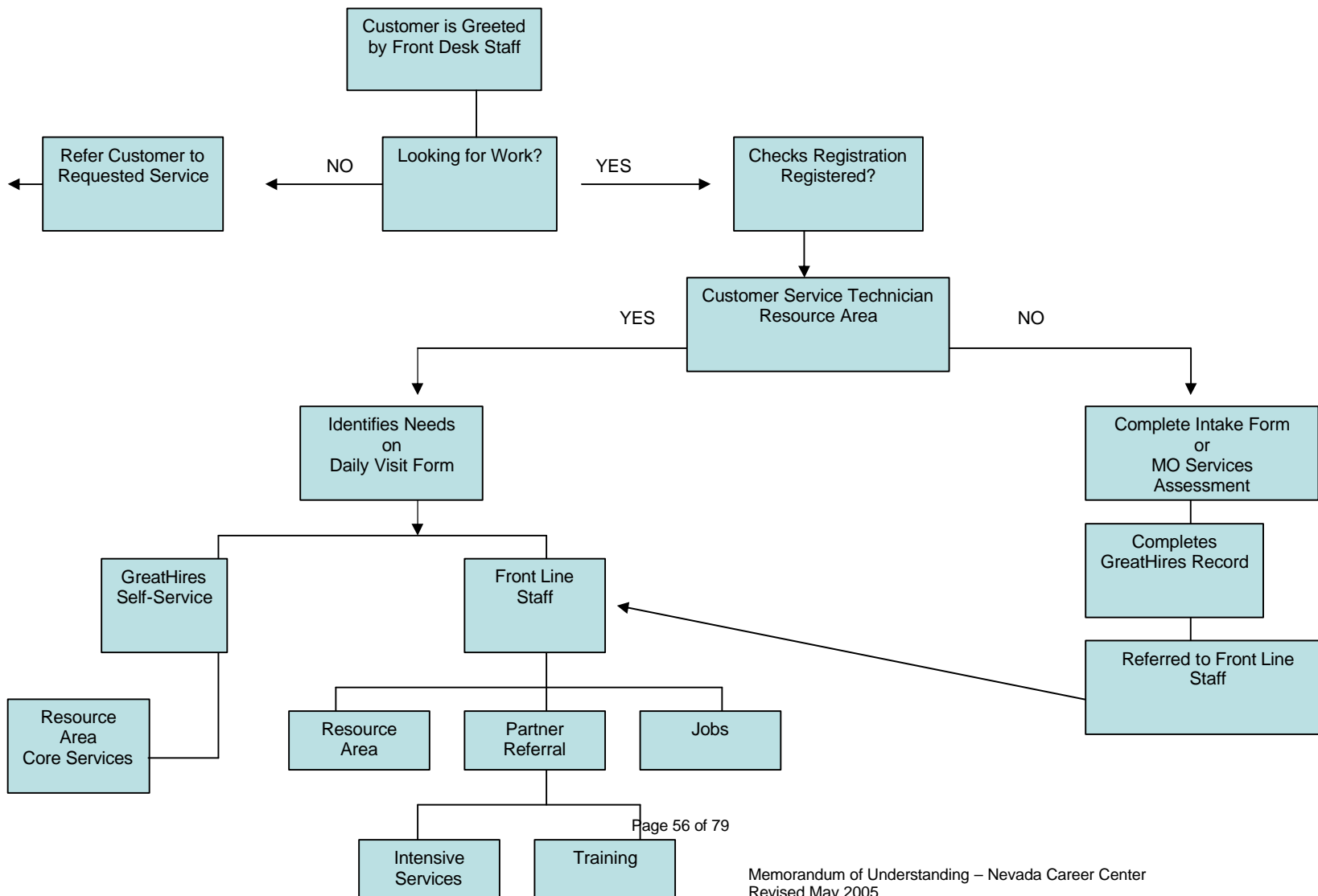
The costs of self-directed and informational services shall be shared as part of the resource agreement. Other costs not covered under the Resource Sharing Agreement shall be paid as agreed by the partners of each One-Stop. Services being provided solely by a partner agency (e.g., on-the-job training) shall be the responsibility of the agency providing such services. Each partner agency and One-Stop Career Center shall be responsible for ensuring that no duplication of costs or services occur.

Referral systems at each local One-Stop Career Center shall be customized to meet the specific needs and demands of each One-Stop. Partners of each One-Stop Career Center, with the agreement of the Workforce Development Board of Western Missouri, Inc., will be responsible for the referral system for customers of the One-Stop Career Center.

Customer Service Flow Chart

Missouri Career Center System
West Central Region

**Job
Seeker
Flow Chart**
2/13/04



Workforce Investment Area 4

Direct Labor Hours/FTEs Worksheet for: **Marshall One-Stop Career Center**

Table 2 (To be submitted ANNUALLY)

Agency	No. of Staff (FTE positions paid) (a)	Position % (b)
Division of Workforce Development	.300	3.7%
Job Point – WIA/Title I	4.00	48%
MVCAA – TANF (CAP)	1.500	18%
MVCAA -- CSBG	1.500	18%
SFCC -- AEL	1.00	12%
Vocational Rehabilitation (Referral)	Referral	
Experience Works	.025	.3%
Family Support Division	Referral	
Division of Employment Security	Tech. Linkage	
SCCC	Referral	
Parents Fair Share	Referral	
TOTAL One-Stop Personnel	8.325	

Workforce Investment Area 4 One-Stop Services Matrix

Marshall
Location of One-Stop (i.e., Lexington)

CORE SERVICES <i>Self-Service and Informational</i>	DWD	MVCAA TANF/CAP	MVCAA CSBG	Voc. Rehab	Exper. Works	Job Point WIA/Title I	FSD	SCCC	SFCC
Determination of eligibility to receive assistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Outreach, Intake (which may include profiling), and orientation to the One-Stop Center	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Initial Assessment of skill levels, aptitudes, abilities, and supportive service needs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Labor Market Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Consumer Reports information and delivery system performance information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Information on other One-Stop Partner services and supportive services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Information on Filing UI Claims	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>			
Assistance in establishing CAP eligibility and other non-Workforce Investment Act training and education		<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
Resource Room usage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Employment Skills Training Classes (e.g., writing a resume)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Workforce Investment Area 4 One-Stop Services Matrix

Marshall

Location of One-Stop (i.e., Lexington)

CORE SERVICES <i>Self-Service and Informational (continued)</i>	DWD	MVCAA TANF/CAP	MVCAA CSBG	Voc. Rehab	Exper. Works	Job Point WIA/Title I	FSD	SCCC	SFCC
Job Referrals (Informational, e.g., job scouts, ES referrals in non-exclusive hiring arrangements, short-term or seasonal placements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet Browsing - Job, Info, and Training Searches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Talent Referrals (Informational e.g., talent scouts, ES staff referrals of resumes without further screening)		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
OTHER CORE SERVICES <i>Registration Required)</i>									
Follow-up Services, including counseling for Registrants (those previously receiving Intensive/Training services) after entering employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Individual Job Development	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Screened Referrals (testing and background checks done before referral or when operating as the employer's agent)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Workforce Investment Area 4 One-Stop Services Matrix

Marshall

Location of One-Stop (i.e., Lexington)

INTENSIVE SERVICES <i>(Registration Required)</i>	DWD	MVCAA TANF/CAP	MVCAA CSBG	Voc. Rehab	Exper. Works	Job Point WIA/Title I	FSD	SCCC	SFCC
Comprehensive and Specialized Assessment, including diagnostic testing and interviewing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Development of Individual Employment Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Group Counseling			<input type="checkbox"/>					<input type="checkbox"/>	
Individual Counseling and Career Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Case Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Short-term prevocational services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
TRAINING <i>(Registration Required)</i>									
Occupational Skills Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
On-the-Job Training	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Workplace Training and Cooperative Education Programs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Private Sector Training Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Skill Upgrading and Retraining	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Entrepreneurial Training			<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
Job Readiness Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Adult Education and Literacy Activities in combination with Training	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Customized Training		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
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Workforce Investment Area 4 One-Stop Services Matrix

Marshall
Location of One-Stop (i.e., Lexington)

OTHER SERVICES (Describe Each)	DWD	MVCAA TANF/CAP	MVCAA CSBG	Voc. Rehab	Exper. Works	Job Point WIA/Title I	FSD	SCCC	SFCC
Life Skills	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>
Limited Supportive Services (child care, transportation costs, etc.)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
Employer Relations	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Leadership Development for Youth			<input type="checkbox"/>			<input type="checkbox"/>			
Adult Mentoring for Youth						<input type="checkbox"/>			
Summer Employment Opportunities for Youth	<input type="checkbox"/>					<input type="checkbox"/>			
Comprehensive Guidance for Youth (as applicable)						<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Tutoring and study skills assistance for youth						<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Positive Social Skills for Youth						<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Employer Job orders	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			
On-Site Job Support		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Physical Restoration				<input type="checkbox"/>					

Workforce Investment Area 4 One-Stop Services Matrix

Marshall

Location of One-Stop (i.e., Lexington)

OTHER SERVICES (Describe Each) (continued)	DWD	MVCAA TANF/CAP	MVCAA CSBG	Voc. Rehab	Exper. Works	Job Point WIA/Title I	FSD	SCCC	SFCC
Intake/Assessment/Referral - Intensive			<input type="checkbox"/>						<input type="checkbox"/>
Voluntary Income Tax Assistance.			<input type="checkbox"/>						
Lifeskills Classes			<input type="checkbox"/>						<input type="checkbox"/>
Section 8 Housing Assist. Applications			<input type="checkbox"/>						
Weatherization Applications			<input type="checkbox"/>						
Emergency Service Assistance			<input type="checkbox"/>						
Literacy Referral and Screening			<input type="checkbox"/>						<input type="checkbox"/>
Back to School Fairs - Youth			<input type="checkbox"/>						
GED Pre-Test Tutoring			<input type="checkbox"/>						<input type="checkbox"/>
Financial Budget Counseling			<input type="checkbox"/>						

The costs of self-directed and informational services shall be shared as part of the resource agreement. Other costs not covered under the Resource Sharing Agreement shall be paid as agreed by the partners of each One-Stop. Services being provided solely by a partner agency (e.g., on-the-job training) shall be the responsibility of the agency providing such services. Each partner agency and One-Stop Career Center shall be responsible for ensuring that no duplication of costs or services occur.

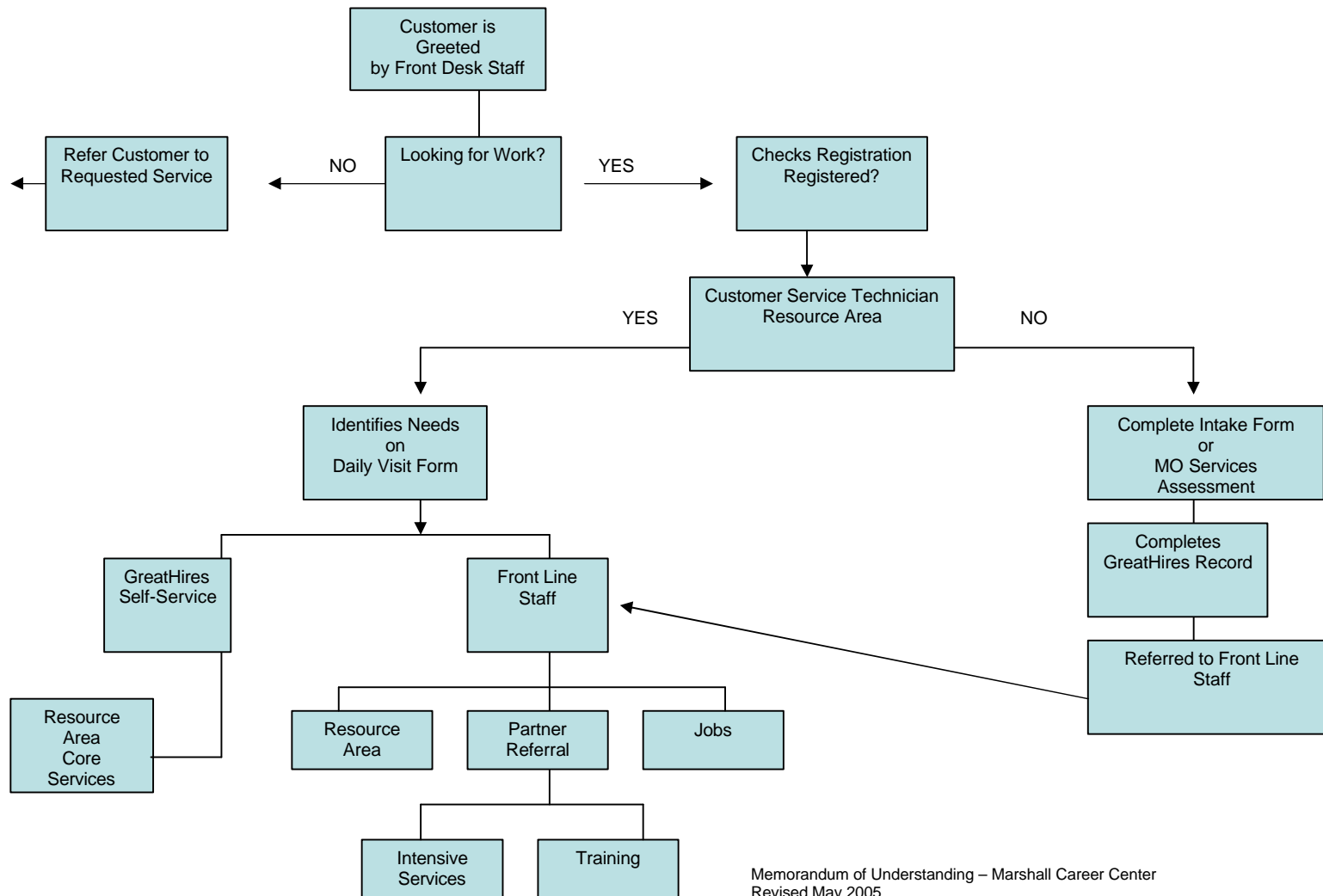
Referral systems at each local One-Stop Career Center shall be customized to meet the specific needs and demands of each One-Stop. Partners of each One-Stop Career Center, with the agreement of the Workforce Development Board of Western Missouri, Inc., will be responsible for the referral system for customers of the One-Stop Career Center.

Customer Service Flow Chart

Missouri Career Center System
West Central Region

Job Seeker Flow Chart

2/13/04



Memorandum of Understanding – Marshall Career Center
Revised May 2005

Workforce Investment Area 4 One-Stop Services Matrix

Sedalia

Location of One-Stop (i.e., Lexington)

CORE SERVICES <i>Self-Service and Informational</i>	DWD	MVCAA TANF/CAP	MVCAA CSBG	Voc Rehab	Exper. Works	SFCC	Job Point WIA/Title I	FSD
Determination of eligibility to receive assistance	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Outreach, Intake (which may include profiling), and orientation to the One-Stop Center	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Initial Assessment of skill levels, aptitudes, abilities, and supportive service needs	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Labor Market Information	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Consumer Reports information and delivery system performance information	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
Information on other One-Stop Partner services and supportive services	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Information on Filing UI Claims	<input checked="" type="checkbox"/>							
Assistance in establishing TANF eligibility and other non-Workforce Investment Act training and education				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Resource Room usage	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Employment Skills Training Classes (e.g., writing a resume)	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

Attachment IV

Workforce Investment Area 4
One-Stop Services Matrix

Sedalia
 Location of One-Stop (i.e., Lexington)

CORE SERVICES <i>Self-Service and Informational (continued)</i>	DWD	MVCAA TANF/CAP	MVCAA CSBG	Voc Rehab	Exper. Works	SFCC	Job Point WIA/Title I	FSD
Job Referrals (Informational, e.g., job scouts, ES referrals in non-exclusive hiring arrangements, short-term or seasonal placements)	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Internet Browsing - Job, Info, and Training Searches	<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>	
Internet Accounts - Career Kit, Personnel Kit								
Talent Referrals (Informational e.g., talent scouts, ES staff referrals of resumes without further screening)							<input type="checkbox"/>	
OTHER CORE SERVICES <i>Registration Required)</i>								
Follow-up Services, including counseling for Registrants (those previously receiving Intensive/Training services) after entering employment	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Individual Job Development	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Screened Referrals (testing and background checks done before referral or when operating as the employer's agent	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

Workforce Investment Area 4 One-Stop Services Matrix

Sedalia

Location of One-Stop (i.e., Lexington)

INTENSIVE SERVICES <i>(Registration Required)</i>	DWD	MVCAA TANF/CAP	MVCAA CSBG	VR	Exper. Works	SFCC	Job Point WIA/Title I	FSD
Comprehensive and Specialized Assessment, including diagnostic testing and interviewing	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Development of Individual Employment Plan	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Group Counseling								
Individual Counseling and Career Planning	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Case Management	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Short-term prevocational services	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
TRAINING <i>(Registration Required)</i>								
Occupational Skills Training	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
On-the-Job Training	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Workplace Training and Cooperative Education Programs		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Private Sector Training Programs	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Skill Upgrading and Retraining	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Entrepreneurial Training				<input type="checkbox"/>				
Job Readiness Training	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Adult Education and Literacy Activities in combination with Training	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
Customized Training					<input type="checkbox"/>		<input type="checkbox"/>	

Workforce Investment Area 4 One-Stop Services Matrix

Sedalia
Location of One-Stop (i.e., Lexington)

OTHER SERVICES (Describe Each)	DWD	MVCAA TANF/CAP	MVCAA CSBG	Voc Rehab	Exper. Works	SFCC	Job Point WIA/Title I	FSD
Group Counseling (Money Management and Credit)								
Individual Counseling (Financial)								
Debt Management Programs								
Life Skills		<input type="checkbox"/>					<input type="checkbox"/>	
Limited Supportive Services (child care, transportation costs, etc.)		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	
Employer Relations	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Leadership Development for Youth							<input type="checkbox"/>	
Adult Mentoring for Youth							<input type="checkbox"/>	
Summer Employment Opportunities for Youth	<input type="checkbox"/>						<input type="checkbox"/>	
Comprehensive Guidance for Youth (as applicable)							<input type="checkbox"/>	
Tutoring and study skills assistance for youth							<input type="checkbox"/>	
Positive Social Skills for Youth							<input type="checkbox"/>	
Employer Job orders	<input type="checkbox"/>				<input type="checkbox"/>			
On-Site Job Support				<input type="checkbox"/>	<input type="checkbox"/>			

Physical Restoration				E				
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Workforce Investment Area 4 One-Stop Services Matrix

Sedalia Location of One-Stop (i.e., Lexington)								
OTHER SERVICES (Describe Each) (continued)	DWD	MVCAA TANF/CAP	MVCAA CSBG	Voc Rehab	Exper. Works	SFCC	Job Point WIA/Title I	FSD
Training Needs Assessment for Employers								
Work Keys Assessments								
ISO 9000/2000 Training								
Achieve Global Training (Zenger Miller Training)								
Economic Development Activities								
Loan Materials or Presentations on Various Topics, i.e., Sex Harassment, Career Planning, Mentoring, Etc.								
School-to-Work Services for Dropouts/Out-of-School Youth/A+ Risk Serve K-Grade 16 or K-Age 24								
Students With Disability Services								

The costs of self-directed and informational services shall be shared as part of the resource agreement. Other costs not covered under the Resource Sharing Agreement shall be paid as agreed by the partners of each One-Stop. Services being provided solely by a partner agency (e.g., on-the-job training) shall be the responsibility of the agency providing such services. Each partner agency and One-Stop Career Center shall be responsible for ensuring that no duplication of costs or services occur.

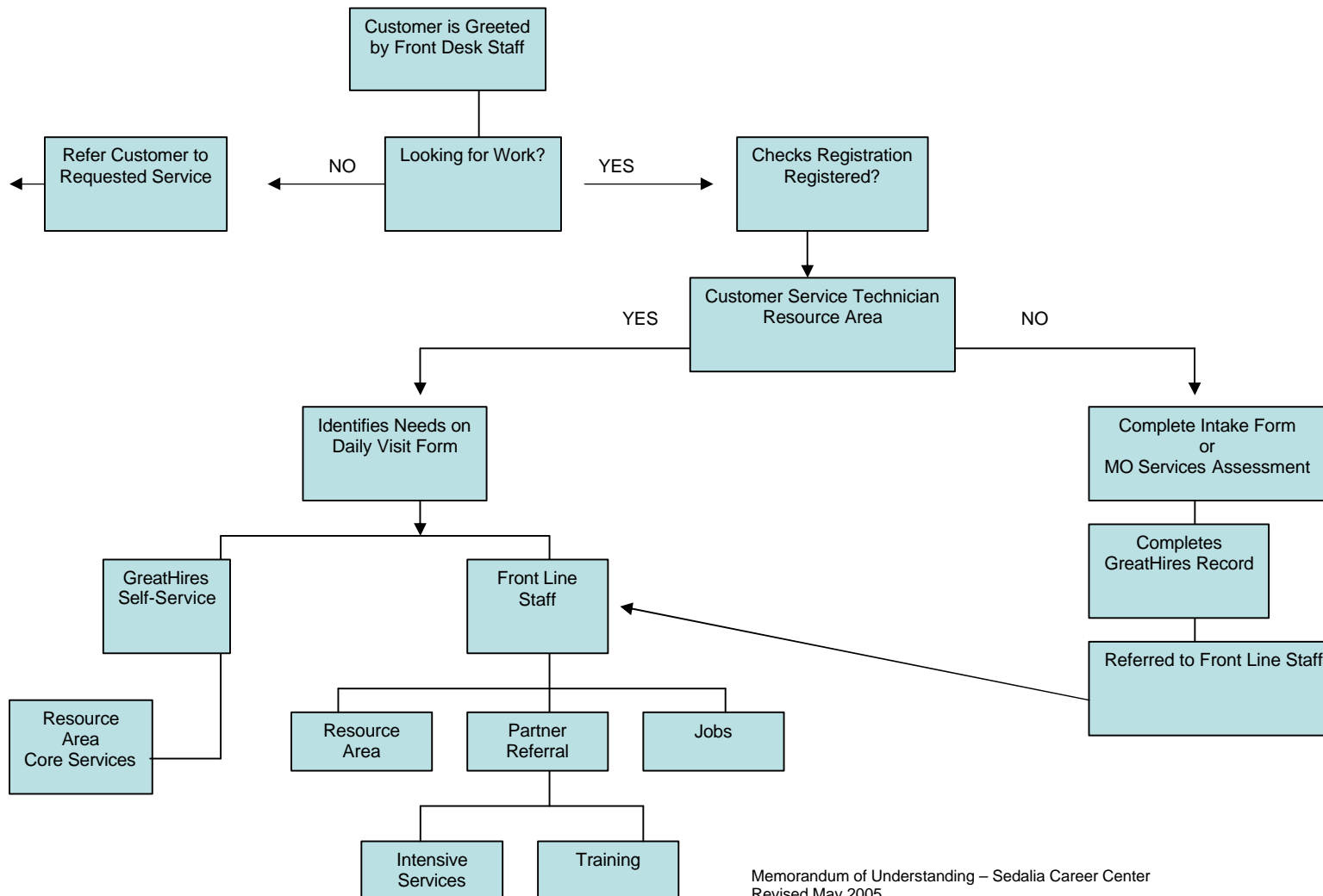
Referral systems at each local One-Stop Career Center shall be customized to meet the specific needs and demands of each One-Stop. Partners of each One-Stop Career Center, with the agreement of the Workforce Development Board of Western Missouri, Inc., will be responsible for the referral system for customers of the One-Stop Career Center.

Customer Service Flow Chart

Missouri Career Center System
West Central Region

Job Seeker Flow Chart

2/13/04



Workforce Investment Area 4 One-Stop Services Matrix

Warsaw
Location of One-Stop (i.e., Lexington)

CORE SERVICES <i>Self-Service and Informational</i>	DWD	WCMCAA WIA/Title I	WCMCAA TANF/CAP	WCMCAA CSBG	Voc. Rehab	Exper. Works	CMSU	SFCC (GED)	FSD
Determination of eligibility to receive assistance		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Outreach, Intake (which may include profiling), and orientation to the One-Stop Center		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Initial Assessment of skill levels, aptitudes, abilities, and supportive service needs		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Labor Market Information	<input type="checkbox"/>	<input type="checkbox"/>							
Consumer Reports information and delivery system performance information					<input type="checkbox"/>				
Information on other One-Stop Partner services and supportive services		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Information on Filing UI Claims									
Assistance in establishing TANF eligibility and other non-Workforce Investment Act training and education			<input type="checkbox"/>						
Resource Room usage		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	

Attachment VI

Employment Skills Training Classes (e.g., writing a resume)		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	
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Workforce Investment Area 4 One-Stop Services Matrix

Warsaw

Location of One-Stop (i.e., Lexington)

CORE SERVICES <i>Self-Service and Informational (continued)</i>	DWD	WCMCAA WIA/Title I	WCMCAA TANF/CAP	WCMCAA CSBG	Voc. Rehab	Exper. Works	CMSU	SFCC (GED)	FSD
Job Referrals (Informational, e.g., Job Developer, ES referrals in non-exclusive hiring arrangements, short-term or seasonal placements)		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Internet Job Search - Job, Info, and Training Searches		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>			
Internet Accounts - Career Kit, Personnel Kit		<input type="checkbox"/>	<input type="checkbox"/>						
Talent Referrals (Informational e.g., talent scouts, ES staff referrals of resumes without further screening)		<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	
OTHER CORE SERVICES <i>Registration Required)</i>									
Follow-up Services, including counseling for Registrants (those previously receiving Intensive/Training services) after entering employment		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	
Individual Job Development		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
Work Readiness Classes		<input type="checkbox"/>				<input type="checkbox"/>			

Screened Referrals (testing and background checks done before referral or when operating as the employer's agent)		<input type="checkbox"/>	<input type="checkbox"/>						
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Workforce Investment Area 4 One-Stop Services Matrix

Warsaw

Location of One-Stop (i.e., Lexington)

INTENSIVE SERVICES (Registration Required)	DWD	WCMCAA WIA/Title I	WCMCAA TANF/CAP	WCMCAA CSBG	Voc. Rehab.	Exper. Works	CMSU	SFCC (GED)	FSD
Comprehensive and Specialized Assessment, including diagnostic testing and interviewing		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	
Development of Individual Employment Plan		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
Group Counseling			<input type="checkbox"/>			<input type="checkbox"/>			
Individual Counseling and Career Planning		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Case Management		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Short-term prevocational services					<input type="checkbox"/>	<input type="checkbox"/>			
TRAINING (Registration Required)									
Occupational Skills Training		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
On-the-Job Training		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
Workplace Training and Cooperative Education Programs		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				
Private Sector Training Programs					<input type="checkbox"/>				

Skill Upgrading and Retraining		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
Entrepreneurial Training					<input type="checkbox"/>				
Job Readiness Training		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
Adult Education and Literacy Activities in combination with Training		<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	
Customized Training		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			

Workforce Investment Area 4 One-Stop Services Matrix

Warsaw

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OTHER SERVICES (Describe Each)	DWD	WCMCAA WIA/Title I	WCMCAA TANF/CAP	WCMCAA CSBG	Voc. Rehab	Exper. Works	CMSU	SFCC (GED)	FSD
Group Counseling (Money Management and Credit)			<input type="checkbox"/>	<input type="checkbox"/>					
Individual Counseling (Financial)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Debt Management Programs									
Life Skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Limited Supportive Services (child care, transportation costs, etc.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Business/Employer Relations		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Leadership Development for Youth		<input type="checkbox"/>							
Adult Mentoring for Youth									
Summer Employment Opportunities for Youth		<input type="checkbox"/>							
Comprehensive Guidance for Youth (as applicable)		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Tutoring and study skills assistance for youth		<input type="checkbox"/>						<input type="checkbox"/>	
Positive Social Skills for Youth		<input type="checkbox"/>						<input type="checkbox"/>	
Business/Employer Job orders		<input type="checkbox"/>				<input type="checkbox"/>			
On-Site Job Support					<input type="checkbox"/>				

Physical Restoration					<input type="checkbox"/>				
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Workforce Investment Area 4 One-Stop Services Matrix

Warsaw
Location of One-Stop (i.e., Lexington)

OTHER SERVICES (Describe Each) (continued)	DWD	WCMCAA WIA/Title I	WCMCAA TANF/CAP	WCMCAA CSBG	Voc. Rehab	Exper. Works	CMSU	SFCC (GED)	FSD
Intake/Assessment/Referral - Intensive		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	
Vol. Income Tax Assistance									
Life Skills Classes		<input type="checkbox"/>	<input type="checkbox"/>						
Section 8 Housing Asst. Applications				<input type="checkbox"/>					
Weatherization Applications				<input type="checkbox"/>					
Emergency Service Assistance				<input type="checkbox"/>					
Literacy Referral and Screening		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	
Back to School Fairs - Youth				<input type="checkbox"/>					
GED Pre-Test/Tutoring		<input type="checkbox"/>						<input type="checkbox"/>	

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Customer Service Flow Chart

Missouri Career Center System
West Central Region

Job Seeker Flow Chart

2/13/04

